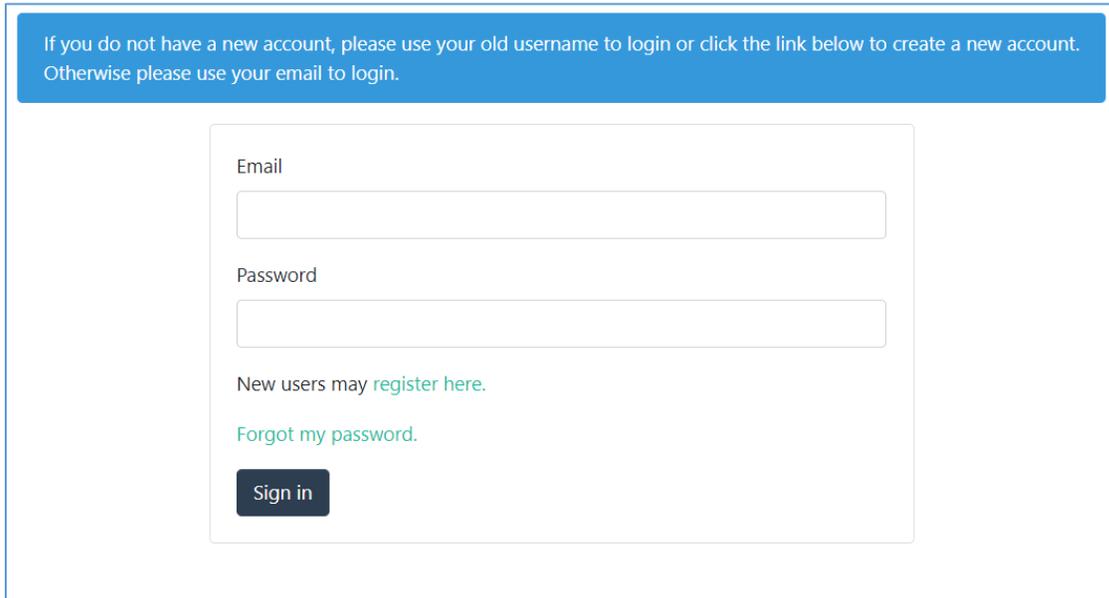


# POST Agency Portal Upgrades 04/2021

The POST Agency Portal has been upgraded making it more user friendly and allowing agencies control of user access and user permissions.

- When first accessing the upgraded POST Agency Portal using your current username and password, you will be directed to reregister your account using your agency email as your login information:



If you do not have a new account, please use your old username to login or click the link below to create a new account. Otherwise please use your email to login.

Email

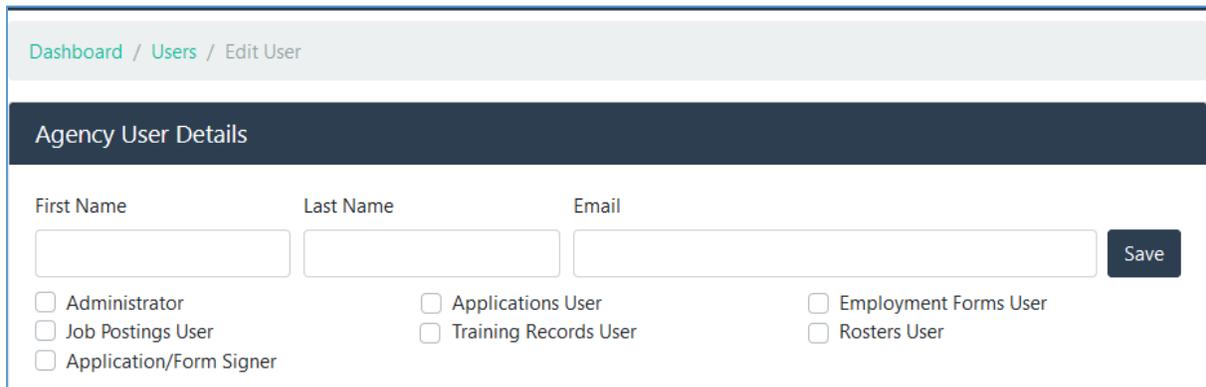
Password

New users may [register here](#).

[Forgot my password](#).

Sign in

- **Agency Administrators must initially set agency user permissions specific to the user's role; select all that apply:**



Dashboard / Users / Edit User

### Agency User Details

First Name Last Name Email

Save

Administrator  Applications User  Employment Forms User  
 Job Postings User  Training Records User  Rosters User  
 Application/Form Signer

- All user accounts will be able to view current employees' classifications & certifications and view an Active Instructor Report
- **ADMINISTRATOR:** Has complete access to the POST Agency Portal, is able to set permissions for the agency's users, and has all user functions below
- **APPLICATIONS USER:** Is able to initiate and save training applications
  - BASIC TRAINING APPLICATIONS have been renamed to eliminate application confusion
    - Session Applications – Attending POST Academy in Meridian, ID
    - Challenge Applications – Lateral Applicants or Lapsed Certifications
    - Offsite Academy Applications – College & Agency run basic academies
    - Online Challenge Academy Applications – Emergency Communications Online Academy
    - Certification Applications – Basic Certification Applications
- **EMPLOYMENT FORMS USER:** Is able to initiate and save Initial Employment Forms and Separation/Change Employment Forms

- APPLICATION/FORM SIGNER: In conjunction with APPLICATIONS USER and EMPLOYMENT FORMS USER will be able to submit the relevant forms to POST for processing
- JOB POSTINGS USER: Has the ability to access and submit job postings to POST for their agency
- TRAINING RECORDS USER: Has the ability to print POST Profile reports, view agency employees, classification, certification and access Active Instructor Report
- ROSTERS USER: Is able to initiate, view and submit Training Rosters (used to be part of MTRS)
- **NEW POST IDs**: POST IDs are going to a more secure format to eliminate the use of one's Social Security Number
  - POST IDs as we currently know them, (Legacy POST ID) consists of the last 4 SSN – first 4 legal first name – day of birth (5555JOHN12)
  - New POST IDs are first 2 of legal first name – day of birth – and an automatically generated 2 digit alpha/numeric (JO12-99)
  - Legacy POST IDs will continue to be valid for those with an existing POST ID, those who are new to the system will only have the new POST ID format
    - You can search in the POST Agency Portal using either POST ID format
- **EMPLOYEE TRAINING RECORDS**: Officer's POST training records can now be accessed through the POST Agency Portal, no need for a separate log-in
- **ACTIVE CERTIFICATIONS REPORT**: This report provides a searchable & exportable list of certified employees
- **ACTIVE INSTRUCTOR CERTIFICATIONS REPORT**: A searchable and exportable list of POST Instructors holding current Instructor Certifications/Endorsements; including K9 Instructor/Evaluators and Subject Matter Experts
- **EXPIRING INSTRUCTOR CERTIFICATIONS**: An exportable report listing the agency's employees holding instructor certifications with an upcoming expiration date
- **TRAINING ROSTERS**: Are now accessed and submitted through the POST Agency Portal
  - The process for initiating and submitting a roster is the same
  - If the roster is rejected, the agency will no longer have the automatic ability to "MTRS" the training as the systems are now separate and do not "talk" to each other
    - Integrating MTRS in the POST Agency Portal is planned for the next upgrade
- **MTRS – MANDATORY TRAINING REPORT SYSTEM**: This program will return to being used only for logging officer training in regards to maintaining POST certification

As with many upgrades, we may have some bugs to figure out, please contact your POST representative to have them addressed.

Idaho Peace Officer Standards & Training

<https://post.idaho.gov/>



*"Professionalism Through Training"*